

Child Care Subsidy and Additional Child Care Subsidy

Policy

Document title	Child Care Subsidy and Additional Child Care Subsidy	Version 1.1
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Approved by	Executive Leadership Board	
Date approved	31/10/2024	
Document review	24 months from date of approval	
TRM number	61:F2019/13443	

Version	Active from	Author	Changes made
1.0	4/10/2019	Operational Policy	First version to clarify the Department's role in the application of the Commonwealth's Child Care Subsidy programs.
1.1	11/12/2024	Agency Policy and Procedures	Rebranded and updated the template, aligned the policy purpose to be child centred, removed procedural information, introduced a scope, tightened the policy statement, introduced two headings for critical points to explain CCS and pre-approval for financial assistance, and added information about PEA.

Acronyms	Full form
ACCS	Additional Child Care Subsidy
BSU	Business Support Unit
Carers	Family-based carers
CEO	Chief Executive Officer
CCS	Child Care Subsidy
Department	Department of Children and Families
OSHC	Outside School Hours Care
PEA	Provider Eligible Arrangement
Practitioner	Child Protection Practitioner
the Act	Care and Protection of Children Act 2007

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1. Policy purpose

The Department of Children and Families (the Department) prioritises the safety of all Territorians and strives to facilitate access to services to enhance their lives. It is committed to supporting children in the care of the Chief Executive Officer (CEO) to attend child care when it is in the child's best interest and promotes placement stability.

This policy serves to support eligible children in the care of the CEO to access financial assistance for child care through the Commonwealth Government Child Care Subsidy (CSS) and Additional Child Care Subsidy program (ACCS child wellbeing).

2. Scope

This policy applies to all Department staff involved in supporting family-based carers (carers) to access subsidised child care through CCS and ACCS (child wellbeing). This includes practitioners, the Business Support Unit (BSU), and the Placement Unit. The [Family Assistance Act 1999](#) requires child care subsidies to be arranged with an 'individual' and carers meet this definition under this Act. Carers are covered in this policy, but it does not include purchased carers or residential care staff who are ineligible.

The subsidies apply to approved CCS child care providers:

- centre-based daycare, including long daycare;
- family daycare;
- Outside School Hours Care (OSHC), including before, after and vacation care; and
- in home care.

It does not apply to government preschool/kindergarten or occasional care from non-centre-based care locations.

3. Policy statement

Family-based carers (carers) with children aged 13 or under who require child care and financial support from the Department must apply for CCS to reduce costs. This policy does not cover carers who choose to pay for child care without Departmental assistance. For this policy, a carer is defined as a general foster carer or kinship carer.

Practitioners must support carers with the initial CCS application through their MyGov (Services Australia - Centrelink) account and supply the child care provider with supporting documentation for the ACCS application. The Department will only provide financial support for child care with pre-approval from a financial delegate.

4. Child Care Subsidy and Additional Child Care Subsidy

CCS is a subsidy from the Australian Government designed to reduce child care costs.

To be eligible for CCS, Centrelink requires that:

- the carer must be an Australian citizen or permanent resident
- the child must be 13 or under
- the child's immunisation status must be current.

After Centrelink has deemed the carer eligible, the carer's income determines the subsidy percentage applied to the hourly cost of a child's care. The activity test determines the number of hours of care per fortnight that are subsidised. ACCS is not income tested.

Refer to www.servicesaustralia.gov.au search bar type QC 42191 for information about CCS income test; QC 49396 for information about CCS activity test; QC 49396 for information about CCS hourly rate cap.

ACCS (child wellbeing):

- grants 100 hours of subsidised care per fortnight and
- pays up to 120% of the hourly rate cap for a child's care.

Children in the care of the CEO are classified as 'at risk' and qualify for ACCS (child wellbeing). To receive ACCS, a carer must first be approved for CCS by Centrelink. The child care provider is responsible for submitting the ACCS (child wellbeing) application. This is at the provider's discretion.

Refer to www.servicesaustralia.gov.au search bar type QC 42196 for information on ACCS hourly rate cap and [Establishing eligibility for child wellbeing - Department of Education, Australian Government](#).

4.1. Provider Eligible Arrangement

In very limited cases, the child care provider may enrol the child under a Provider Eligibility Arrangement (PEA) and directly receive CCS payments for up to 13 weeks. This applies to children in formal foster or kinship care. This ensures that the child has access to the subsidy while the carer is assessed for CCS. The carer or Departmental staff are to check if this can occur as there are child immunisation requirements and the child's Centrelink Customer Record Number (CRN) is needed.

5. Pre-approval required for Department financial support

The Department will only provide financial support for child care with pre-approval from a financial delegate; pre-approval must be obtained before any agreements can be reached. Generally, ACCS will cover the entire cost of child care; however, there are exceptions.

The Department may be financially responsible for child care expenses for the following situations:

- if the carer is not eligible for CCS and there is no PEA in place.
- if the child attends child care before a subsidy application is submitted.
- for additional costs not covered by ACCS (e.g. gap payments).
- other exceptional circumstances that are pre-approved by a financial delegate.

6. Legislative basis

[Care and Protection of Children Act 2007](#)

[Family Assistance Act 1999](#)

6.1. Related documents

[Guide to Additional Child Care Subsidy Child Wellbeing](#)

Child Care Subsidy and Additional Child Care Subsidy Procedure

Child Care Subsidy and Additional Child Care Subsidy Information sheet

Registered child care providers can be found on the [Starting Blocks website](#)